



Manuscript Data Sheet

Please complete this form when donating letters, diaries, and other printed and handwritten manuscripts to the Veterans History Project. It is to be used in conjunction with the required Checklist, Biographical Data Form, and Veteran's Release Form.

1. Name and address of collector.

Name of Collector/Interviewer _____

Address _____

City _____ State _____ ZIP _____ - _____

Telephone (_____) - _____ Email _____

2. Full name and life dates (birth–death) of the person about whom the manuscripts relate. In most instances, this person is the veteran or civilian whose name appears on the Biographical Data Form.

3. Types and dates of manuscripts submitted, for example:

Diary, November 20, 1942–February 17, 1944; Service records, 1951–1953; Letters, 1969–1972; Commendations, 1991; Unpublished memoir, 2001; etc.

4. Number of items: _____ Is this an exact ☐ or estimated ☐ figure?

5. If these items are copies of originals, describe how they were reproduced. Are they transcripts, photocopies, or photographic prints? Identify when the copies were made, and give the name and address of the person or group who holds the originals. Please note that the Veterans History Project encourages you to donate the originals to the Library of Congress or another trusted institution for long-term preservation and for access by researchers. (Continued on back.)

Form(s) of reproduction: _____

Date(s) reproduced: _____

Location of originals: _____

- _____
6. Occupation or type of activity of the principal person represented in the manuscripts, including significant events and dates in his or her career and the place of residence or location of the activity described. If this information is already recorded in the Biographical Data Form, there is no need to repeat it here.

7. Describe the scope and content of the manuscripts by addressing the following:

Please identify by name the writers and recipients of the letters and other documents. What is their relationship to the veteran or civilian whose name appears on the Biographical Data Form?

What historical time period and theaters of war are covered?

What are the most interesting/important topics and events described in these documents?

8. Have any of these materials been published or have copies of them been donated elsewhere? If so, please provide full citation of the publication or the location of the copies.